



# Cheriton Bishop Primary School



---

## Preschool Admissions Policy

2023

---

**Policy Updated:** February 2023

**Policy Review  
Date:** February 2024

As an academy school, the Trust is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications. These schools set their own oversubscription criteria.

## 1. The Ethos of Cheriton Bishop School

- 1.1. Our Ethos - we ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here:

As a Multi Academy Trust we want to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research-led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our mission is to deliver the best for our children, families and communities through:

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting-edge approach
- An uncompromising approach to health, safety, nurturing and inclusion

We will achieve this by investment in:

- High quality provision for staff and their pathways to success
- School environments that provide stimulating learning spaces
- Strong business planning to maximise the Trust's geographical range and collective expertise

Every Academy within our Trust has considered exactly what they offer their pupils and this has been summarised as:

Small Schools, Big Opportunities

- Unforgettable experiences - setting the foundations for life
  - No ceiling, the highest possible achievement for all
  - Individuality valued, collaboration not competition
  - People matter, every interaction, every moment

## 2. Early Years Funding for two, three and four year olds

- 2.1. All three and four year olds are entitled to a funded early years place for 570 hours a year over no fewer than 38 weeks of the year. Some children, whose parents are working, will be entitled to 1140 hours a year.
- 2.2. Some two-year-olds are eligible for a funded place in provision that Devon County Council has approved as being good or better quality. Our preschool is an approved provider and can admit two-year-olds from the start of the funding period following their second birthday or at the start of the term in which they have their third birthday or takes three-year olds from their third birthday for two-year-old funding.
- 2.3. **If you are not sure whether you can get a funded place for your two-year-old, you should [check here](#).**
- 2.4. We expect to admit children that will be using their Early Years Funding as well as children whose parents are buying additional hours and those that are both funded and buying hours. There may be some children who are only attending for bought hours and some that only attend for funded hours. The maximum amount of funded time that can be taken in a day is 10 hours; parents cannot use more than two sites for funded early years places in one day.

### 3. Admissions to the preschool

#### 3.1. Cheriton Bishop Primary School admits:

- Eligible two-year-olds funded from the start of the funding period following their second birthday.
- Eligible two-year-olds funded as rising three-year-olds at the start of the term in which they have their third birthday.
- Eligible three-year olds that meet the criteria for two-year-old funding
- Non-funded two-year-olds from their second birthday.
- Non-funded two-year-olds from the start of the term following their second birthday
- Non-funded two-year-olds as rising three-year-olds at the start of the term in which they have their third birthday.
- Early Years funded three- and four-year-olds from the start of the funding period following their third birthday.
- Non-funded three and four year olds from the start of term following their third birthday.

### 4. Points of Admission to preschool

- 4.1. Generally, children will start at preschool at the beginning of a term, from their second birthday, but are able to start midterm if possible. Eligibility for the Early Years Funding for two-year-olds is from the start of the funding period following a child's second birthday and eligibility for all three-years-olds to receive the Early Years Funding is at the start of the funding period following their third birthday. This funding will be paid up until the time when the child reaches statutory school age if the parent chooses to defer or delay entry into school.
- 4.2. There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for **full-time admission** in the September following the **fourth** birthday. This is a legal requirement on schools but not on parents who retain a right to defer admission or send their child part time.

### 5. Patterns of attendance available

- 5.1. We are required to offer the Early Years Funding in a flexible way. Our school makes a core offer for the **universal** 570-hour entitlement of:
- Morning sessions of 9.00am to 12.00pm and
  - Morning sessions of 9.00am to 1.00pm pm which includes lunch
  - Afternoon sessions of 1.00pm to 3.30pm and
  - All day sessions of 9.00am to 3.30pm during term time only.
- 5.2. If you choose an afternoon or an all-day session this includes the lunchtime period that is 12.00pm – 1.00pm. This time is part of the day when children continue their learning and will be funded as part of the Early Years Funding if that is what parents/carers choose. We are not permitted to charge separately for this time if it is being taken as part of a funded session.

## 6. Extended Hours

- 6.1. Families that have an 11-digit code because they are working and eligible for the **extended entitlement** can have up to 1140 hours stretched across a year. This equates to 30 hours a week over 38 weeks of the year.
- 6.2. Families that need a longer day may wish to use the schools before and after school clubs. EYFS funding may not be used for these sessions. These sessions are:
- 7.30am – 8:45am before school and
  - 3.30pm – 5.30pm after school.
- 6.3. The provision before and after school will differ from the core early years provision between 08:45am and 3.30pm, as there will be older children attending and the adults will be different.
- 6.4. Before and after school childcare provision is available for all children (aged 2-11). This means that the Early Years Funding for two, three- and four-year-olds can be offered between 7:30am and 5.30pm making our preschool provision extremely flexible.
- 6.5. When allocating places, these extended services for two, three and four-year-olds are taken as an integral part of the preschool provision.
- 6.6. If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 3-hour/5-hour long sessions and will consider selling single hours at £4.50. A 3 and/or 5-hour long session is charged at £4.50 per hour.
- 6.7. Families that require a longer day than we can offer should contact the providers available via [Pinpoint](#)
- 6.8. The table below sets out our session times. **We only consider requests for sessions AFTER the oversubscription criteria have been applied.**

Session choices	Hours	Funded/bought hours
08:50/9.00am - 12.00pm	3.0	As part of the Early Years Education Funding or bought.
9.00am – 1.00pm	4.0	As part of the Early Years Education Funding or bought.
1.00 – 3.30pm	2.5	As part of the Early Years Education Funding or bought.
9.00am – 3.30pm	6.5	As part of the Early Years Education Funding or bought.

• Note - AM or PM sessions plus lunch = 3.75hrs

- 6.9. Parents wishing to use their 15 funded hours during term times only with us need to choose sessions carefully so that they can access the full 15 hours e.g., sessions of 5 mornings.

## 7. Charging

- 7.1. There is no charge for applying for a place, for admission or for the provision of the funded entitlements. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No bought activities, such as visits, are compulsory.
- 7.2. The school must comply with Devon County Councils [Provider Agreement](#).
- 7.3. Details about buying additional sessions/hours in the preschool are set out in the Trust's **Charging and Remissions Policy** which is available on the school website.
- 7.4. We are unable to refund fees for sessions not taken due to illness, absence, holidays or where the Preschool is forced to close due to circumstances beyond our control.
- 7.5. If a child's place is no longer required at the Preschool, (apart from at normal expected entry into primary/secondary school) then we ask that a minimum of four weeks' notice is given otherwise regular booked sessions will need to be paid for. This includes funded sessions. If you move to another provider without giving 4 weeks' notice, you will forfeit 4 weeks of entitlement funding and you will need to pay for your child to attend another provider as Cheriton Bishop Preschool will claim the 4 weeks funding in lieu of 4 weeks' notice.

## 8. Childcare Vouchers and Tax-Free Childcare

- 8.1. Our school accepts childcare vouchers.
- 8.2. Our school is [registered](#) for [tax free childcare](#) parents can apply through [Childcare Choices](#) this helps make childcare more affordable.

## 9. School Lunches

- 9.1. [Free school meals](#) (FSM) must be provided for children (whose parents meet the [eligibility criteria](#)) and if their child attends **both** before and after the lunch time period. This generally means an all-day session. A free school meal will be provided whether the child is attending for funded or bought time and regardless of their age. Parents must check eligibility through the [Citizens Portal](#).
- 9.2. Children who do not meet the eligibility criteria for free school meals are offered the opportunity to either buy a school lunch or bring a packed lunch.

## 10. Visiting

- 10.1. We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our preschool. If you would like to visit Cheriton Bishop Primary School Preschool, you should contact the school to make an appointment. Our Administrator is contactable on 01647 24817 or via email.

- 10.2.** We offer your child a taster session free of charge, parents are welcome to stay. If parents require additional settling in sessions where they wish to stay with their children, we are more than happy to accommodate this. These will be charged at the normal rate.
- 10.3.** Most children will start at the preschool at the start of the term. Other children join us at other times. This may be because they are new to the area or would like to transfer from another early year's provider.
- 10.4.** To apply for a place here you must use the registration form at Appendix one.
- 10.5.** Places are not allocated to a child automatically, even where:
- there is an older sibling attending here;
  - a child attends a particular toddler group or Children's Centre attached to the school.
  - a parent has expressed an interest at any time in the school; or
  - the child has always lived close to the school.
- 10.6.** No places will be held in reserve for a child who applies late; the school cannot hold places empty if another child applies for admission. We will publicise the need to apply on our website but the responsibility for making an application will be with you as the parent.

## **11. How to apply for a preschool place**

- 11.1. Parents must complete the Registration form at Appendix one and return it to the school.**
- 11.2.** The closing dates for applications for the preschool intake are 1 April, 1 July and 1 January. You can apply after these dates, but your application may not be considered until after all the applications that were on time. If you couldn't apply before because, for instance, you moved to this area, you should make sure that you inform the school. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

## **12. Information provided in an application**

- 12.1.** We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly, we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend preschool, and this disadvantages another child.
- 12.2.** If you know or believe that your child's address will change before admission, you must inform the school as this may affect your application.
- 12.3.** You will be asked to provide date of birth evidence so we can check your child's age.

### 13. What happens next

- 13.1.** If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the Admissions Committee prioritise applications according to the oversubscription criteria.
- 13.2.** We will endeavour to give the hours requested on the Parent Registration Form. It is inevitable, however, that some parents who have been prioritised will not be able to access the hours they have requested. In these instances, we will offer times (days/hours/weeks) that fall closest to the hours requested.
- 13.3.** By 1 May, 1 October and 1 February we will contact successful parents to welcome them to the preschool and to make arrangements for admission itself. You will also be contacted if we do not have a place available so that you can apply to another provider.

### 14. Overview of the Admissions Process

<b>1) Visit the preschool in:</b>	Spring term	Summer term	Autumn term
<b>2) Apply by:</b>	1 May	1 September	1 January
<b>3) Admissions panel meet in:</b>	May	September	January
<b>4) Receive a letter about your application before:</b>	May half term	October half term	February half term
<b>5) Reply to the letter</b>	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school	Reply to the letter within 2 weeks to accept a place (or ask why you did not get a place). You can telephone, email or write to the school
<b>6) Start at Preschool (or at the start of term closest to that month)</b>	September Autumn Term	January Spring term	April Summer term

### 15. Published Nursery Admissions Number (PNAN)

- 15.1.** This is the number of places we intend to make available for our normal preschool intake. Once we set this number, we will not refuse admission for applications below the PNAN. If there is unexpectedly high demand and we believe we could admit more children, we inform Devon County Council's Early Years and Childcare Team and either some children will be admitted above the PNAN or we will increase the PNAN. The number of children that can be admitted will depend on their age, the amount of floor space we have and whether additional staff will be required.

- 15.2.** The trustees also factor in the local demand for places. If there is a change to the PNAN part way through the year this will be published.
- 15.3.** If there is an increase in the demand for places the trustees may decide to increase the PNAN in order to accommodate children on the waiting list and conversely reduce the PNAN if there is a very low demand.
- 15.4.** The table below sets out our Published Nursery Admissions Number (PNAN)

<b>The maximum number of 2,3 and 4-year-old children that will be admitted at any one time:</b>	32
---	----

- 15.5.** Where the number of applications exceeds the number of places available the Admissions Committee will use the following oversubscription criteria to prioritise applications for both funded and bought hours:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents.
3. Priority will next be given to children living within the catchment area who are siblings of pupils on roll at this school.
4. Priority will next be given to other children living within the catchment area.
5. Priority will next be given to children living outside the catchment area, who are siblings of pupils on roll at this school.
6. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
7. Other children.

## 16. Waiting lists

- 16.1.** Following the allocation of preschool places the school will retain a waiting list. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child's name has been on that list or by the age of the child or by whether the sessions are funded or bought. It is possible that a child's name could go down on a list as well as up.
- 16.2.** If a place is only available for a short period of time, i.e. half a term or less, then the school will discuss with the parent whether it would be in the child's best interest to attend the preschool for such a short period of time before having to find a place at another provider. Continuity and consistency of care is most important in the early years and having lots of transitions can be disruptive for a child.
- 16.3.** Parents with children that are not due to start within the next two terms, will be asked to complete a [Note of Interest for a Preschool Place](#) at Appendix two and told when they should apply.



## **17. Increasing the hours attended**

- 17.1.** If a place/session becomes available part way through a term and there is a waiting list, priority for the place/session will be given to the children on the waiting list. If the parents on the waiting list do not want the sessions at the times that are available, then they can be offered to parents of children who are already attending the preschool. Similarly, if there is not a waiting list and there are parents of children that already attend the preschool who want to either take up additional funded hours and/or buy extra hours then a list of those parents will be made, and the oversubscription criteria will be applied to determine who should be given priority for that place.

## **18. Admissions appeals**

- 18.1.** If a preschool place is refused, parents can go through the Trust's complaints process which is available via the Complaints policy on our website to express their concerns. The Admissions Committee will review the decision and decide whether the refusal was justified on the grounds that the preschool is full. Even if it is agreed that the preschool was full, it will also consider the impact on the child and family and may still award a place at the preschool if there is both the physical space and sufficient staff available.

## **19. Transport**

- 19.1.** No transport is available for preschool children.

## **20. Uniform**

- 20.1.** Children attending Cheriton Bishop Primary School Preschool are not expected to wear a uniform, but can choose to do so if they wish.

## **21. Claiming the Early Years Funding**

- 21.1.** The Early Years Funding can be taken at more than one provider; parents cannot use providers on more than two sites in one day. The provider claims the funding on your behalf.
- 21.2.** It is important that both the school and parent can see what time is funded and what time is being bought.
- 21.3.** Parents must not claim more than the 570 or 1140-hour entitlement, checks are carried out to ensure that over claims are not made.

## **22. Changes to attendance**

- 22.1.** Changes to the times when a child is attending will generally only be agreed to take effect from the start of a term. The oversubscription criteria will be applied to both a) and b) below to determine within each group which children should be given priority. Order of priority for the consideration of unfilled places.
- a) New applications from parents whose children do not yet attend the preschool.
  - b) Requests by parents whose children attend the preschool, and they want to increase OR change the times their child attends

**22.2.** It is expected that parents will ensure that their child will attend at the times agreed so that children can establish a routine and be ready to start school.

### **23. Contacts and further information**

<b>Academy Head</b>	<b>Robin Scott</b>
<b>E-mail:</b>	<a href="mailto:admincheritonbishop@thelink.academy">admincheritonbishop@thelink.academy</a>
<b>Telephone:</b>	01647 24817
<b>Website:</b>	<a href="http://cheritonbishop.thelink.academy/website">http://cheritonbishop.thelink.academy/website</a>
<b>Social media:</b>	<a href="https://www.facebook.com/CheritonBishopCommunityPrimarySchool">https://www.facebook.com/CheritonBishopCommunityPrimarySchool</a>

**24.** This policy was reviewed and approved by the Admissions Committee

**Appendix One**



**CHERITON BISHOP PRE-SCHOOL  
REGISTRATION FORM.**



Record of Information to be completed by Parent/Carer(s). **Strictly Confidential.**

**PERSONAL INFORMATION:**

*\*PLEASE KEEP US UPDATED OF CHANGES TO ANY OF THESE DETAILS\**

Child's name:		
Name known as for name cards etc. (if different from above):		
Date of birth:		
Home Address:		Home Tel. No.
Post code:		
Main contact e-mail address:		
<b>Parent details</b>	<b>Mother</b>	<b>Father</b>
Name		
Date of birth		
NI number		
National Asylum Support service (NASS) number		
Address		
Parental responsibility?	YES/NO	YES/NO
Legal access to the child?	YES/NO	YES/NO
Home Tel No.		
Work Tel No.		
Mobile Tel No.		
Email Address:		
Who has parental responsibility if different from above?		

**EXTENDED ENTITLEMENT – for 3/4 year olds.**

**If you are eligible and have already registered for this, please add your 11 digit code here.**

--/--/--/--/--/--/--/--/--

If you haven't already done so you can check if you are eligible and apply for your 11 digit code here - <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Who to contact in an emergency: <b>Contact 1</b>	Tel. No. Mobile No.
<b>Contact 2</b>	Tel. No. Mobile No.
Name of person(s) to collect child if different from parents/carers:	
Password to allow your child to be released with person different to above:	

**OTHER INFORMATION:**

Any special diet, allergies, health problems, disabilities, special educational needs etc. the Pre-school needs to know about:							
Has your child been immunised against (please tick)							
Diphtheria	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>	HIB	<input type="checkbox"/>
Whooping cough	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	Polio	<input type="checkbox"/>	Rubella	<input type="checkbox"/>
Child's Doctor:	Surgery Address:						
Tel. No.							
Child's Health Visitor:	Has your child had their 2½ year old health visitor check?						<b>YES/NO</b>
Tel. No.							
Please give details of any other agencies or professionals working with your child and their role (e.g. speech therapist, social worker):							
Please give details of any other settings or childcare previously or currently attended (including Childminder or Nanny):							
I give my permission for Cheriton Bishop Pre-school to contact them for information sharing purposes.							<b>YES/NO</b>
What language(s) is/are spoken at home?							
What is the main religion in your family (if applicable)? (e.g. C of E, Catholic, Muslim)							

How would you describe your child's ethnicity/cultural background? (e.g. White British, Chinese, Roma etc.)
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is at pre-school?
Which primary school will your child attend after pre-school?
Any other information you think it would be useful for pre-school to know:

*\*PLEASE KEEP US UPDATED OF CHANGES TO ANY OF THESE DETAILS\**

**AUTHORISATIONS & CONSENTS:** Please complete all the following consents: tick or delete where necessary.

**Sunscreen** -In order to reduce the risk of skin damage we will ensure children are protected before playing outside. We ask that you provide suitable sunscreen, which is labelled with your child's details at all pre-school sessions. We also ask that you provide a sunhat for use by your child when appropriate.

- I authorise pre-school staff to apply sunscreen to my child (provided by me).
- I understand that sunscreen must be a brand that does not contain any possible allergens which might cause a risk to other children (e.g. almond oil, peanuts).
- In the occasional case when my child does not have sun cream at pre-school, I authorise pre-school staff to apply a suitable high factor sun cream, provided by pre-school to my child.
- I understand that if my child does not have a sunscreen applied he/she may not be allowed outside.

**Plasters** - It may sometimes be appropriate for our staff to administer a plaster to your child in the event of an accident.

**\*I give/do not give** permission for the staff of Cheriton Bishop Pre-school my child to apply a plaster to my child should they feel it is necessary.

**Baby Wipes** - It may sometimes be appropriate for our staff to use baby wipes for hands and faces during a session or in the event of a toileting accident.

**\*I give/do not give** permission for the staff of Cheriton Bishop Pre-school to use baby wipes for my child should they feel it is necessary.

**Paracetamol based medicine** (e.g. Calpol or Sudafed)

**\*I give/do not give** permission for Pre-school staff to administer paracetamol based products (e.g. Calpol) to my child in the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the setting's procedures on the administration of medicines.

**Nappy Cream** - If your child is wearing a nappy and develops a rash, it may sometimes be appropriate for our staff to apply nappy cream.

**\*I give/do not give** permission for the staff of Cheriton Bishop Pre-school to use Nappy Cream for my child that I will supply, should they feel it is necessary.

**\*I give/do not give** permission for my email address to be used as a method of contact for correspondence regarding pre-school only e.g. newsletters/fundraising etc. It will not be passed on to any third party.

**Photographs/DVD Consents**-Permission is required in order that photographs or DVD recordings can be taken of your child.

**\*I give/do not give** permission for photos to be used for confidential child progress records.

**\*I give/do not give** permission for photos to be used for publicity purposes on the website or local press/parish newsletter from time to time (names will never be included).

**\*I give/do not give** permission for photos to be used for display on the pre-school notice board(s).

**\*I give/do not give** permission for my child to appear in a video/dvd recording to be used for private use by parents/carers of pre-school children (for instance the nativity performance).

**Please sign below to confirm all of the above authorisations and consents:**

Full Name of Child	
Parent/Carer Signature	

**MANDATORY CONSENTS:**

**In order for pre-school to run efficiently and to standards there are a number of necessary requirements. Please read and sign these necessary requirements below:**

a) **Medical emergency:** I give consent, in the event of an emergency, for appropriate medical advice/treatment to be sought/given for my child- e.g. qualified first aider/doctor/paramedic etc.

Please note – in the event of your child being injured or taken ill whilst at Cheriton Bishop Pre-school a member of staff would immediately attempt to contact the child’s parent/carer and if unable to make contact, would then try the emergency contacts you have nominated.

b) **Intimate care:** I give permission to the Pre-school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

c) **Intimate care:** I will advise the play leader of any medical complaint my child may have which affects issues of intimate care.

d) **Policies & Procedures:** I confirm that I have read and agreed all of the Pre-school’s policies and procedures.

e) **Child Records:** I understand that as part of OFSTED’s requirements records and observations will be made for your child. Records will be kept strictly confidential. Arrangements will be made to view these records if you wish.

f) **Information Sharing:** I understand that transition documents will be shared with your child’s school class teacher during their last half term at pre-school.

g) **Information Sharing:** It may sometimes be helpful to share information about your child’s development with other agencies/professionals e.g. health visitor. You will always be informed when this is happening and who this information is being shared with.

h) **Internet use:** There are times when we would like to access the internet to extend and enrich learning and play activities. Children will be monitored and supervised appropriately whilst

accessing the internet. The Internet Service Provider operates a vigorous filtering system that restricts access to undesirable material.

- i) **Local short visits:** I agree that my child can join the group in visiting the school’s outside play areas and the local scout field during Tuesday morning sessions.
- j) **Notice Period:** I agree to give 4 weeks’ notice to the play leader before removing my child from pre-school (other than July school leavers), or I may be liable to pay any fees payable for that period.

**Please sign below to agree to all of the above mandatory consents:**

Full Name of Child	
Parent/Carer Signature	

**If you have any queries or questions or wish to know more details please feel free to discuss these with the play leader or a member of staff.**

Your personal data is being used by Cheriton Bishop Pre-school/School for the purposes of admitting your child onto school roll. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via our school website: [www.cheriton-bishop-primary.devon.sch.uk](http://www.cheriton-bishop-primary.devon.sch.uk) (Policies & Documents, GDPR - Individual Right Policy).

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact Christine Grist. Tel: 07977777318 or Mrs. Alex Waterman. Tel: 01647 24817.

If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer. Contact Mrs. Alex Waterman as above in the first instance.

**OTHER PARENT/CARER HELP:**

I am willing to help with the following: (Please tick)

- Mending/making equipment  Fund-raising
- Outings
- Speaking to the children about my job/hobbies
- Other (please specify)

.....

**EARLY YEARS PUPIL PREMIUM REGISTRATION**

**About this form**

From April 2015 all early year’s providers who deliver Government funded early education will be able to claim the early years pupil premium for three and four-year old children whose parents are in receipt of one or more of the following benefits:

- Income Support • Income-based Jobseekers Allowance • Universal Credit • Income-related Employment and Support Allowance • Support under Part VI of the Immigration and Asylum Act 1999 • The guaranteed element of State Pension Credit • Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Three and four-year olds will also be eligible if:

They have been in local-authority care for 1 day or more in England or Wales.

They have been adopted from care in England or Wales

They have left care through a special guardianship order or a child arrangement order in England or Wales Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Registering could result in extra funding for your child’s early years provider Registering could provide up to an extra £300 for your child’s preschool to fund valuable support like extra training or, resources to help raise the quality of your child’s early education. We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to the early years pupil premium. We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled.

### SECTION A - FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box

Yes  No

If you have ticked yes, you do not need to complete this section.

If you ticked no, please place an X in this box if you\* are in receipt of any of the benefits listed below

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal credit
- Support from NASS (National Asylum Support Service) under part 6 of the immigration and Asylum Act 1999
- Working tax credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the early years pupil premium

\*This includes those who have parental rights for the child/children named on this form

### SECTION B – ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or child arrangements order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant order:

Has your child been adopted from care?

Yes  No

If you have ticked yes in the previous question, have you been granted an adoption order by the  courts? Yes  No

Did your child leave the local authority’s care under a special guardianship order or a child arrangements order (formally known as a residence order?)



Yes  No

**Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.**

Eligibility will be based on your declaration that your child was formally a looked after child & on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child’s pre-school is eligible for extra funds through the early year’s pupil premium. This form & a copy of the relevant order (do not send in original documents) should be returned to your early years provider to return to the local authority to enable funding to be allocated. If you would prefer to send it directly please send this page only to: EYPP, Early Years & Childcare Service, Room 170, county Hall, Topsham Road, Exeter, EX2 4QD or hand it in at the front desk at County Hall with the envelope marked EYPP, Early years & Childcare Service.

**SECTION C – HOW THE INFORMATION IN THIS FORM IS USED**

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit date provided by Her Majesty’s Revenue and Customs (HMRC) & Department of Work & Pensions (DWP). We would like your consent to make this check. Once this is confirmed, we can decide how much money your child’s pre-school will receive. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to.

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely for six years and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child’s pre-school to claim the early years pupil premium for my child.

Signature of parent/guardian..... Date.....

**Thank you for completing this form and helping to make sure your child’s early years provider is as well funded as possible.**

Appendix two

## Note of Interest for a Preschool Place

You can complete this form if your child is not yet old enough for you to make a preschool application.

We will send the Registration Form via email when you need to apply.

Please check [on the Citizens Portal](#) now to see if you are eligible for two year old funding and free school meals in the preschool as this may help when completing the application form.<sup>1</sup>

Childs Details
First name:
Last name:
Date of birth:

Siblings Name/s
First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

First name:
Last name:
Date of birth:

---

<sup>1</sup> If your circumstances change you must recheck your eligibility.

<b>Parent/Guardians Details</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Relationship to the child:</b>	

## Privacy and Data Protection

Your personal data is being used by us because you have showed an interest in applying for a place in our school preschool when your child is old enough. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed via the school website. Please confirm that you give your consent to the School using your personal data as outlined in our privacy notice, by signing below.

<b>Applicant's signature:</b>	
<b>Date:</b>	

You have the right to withdraw your consent at any time. Should you wish to withdraw consent, please contact the school administrator on 01647 24817 or [admincheritonbishop@thelink.academy](mailto:admincheritonbishop@thelink.academy)

If you wish to exercise any of your rights under the General Data Protection Regulation, please contact the schools Data Protection Officer, Susan Stansfield, at [DPO@thelink.academy](mailto:DPO@thelink.academy)